



1.0 Purpose

GSA water usage program is designed to help ensure water conservation. The program will ensure compliance with federal and GSA requirements.

2.0 Activity/Department

Real Estate Teams – Responsible to provide information for new and previous Occupant agreements.

Property Management Teams – Responsible to establish and provide tenant with monthly updates on water usage.

O & M Contractors – Responsible to monitor and maintain meter readings

Agency Facility Departments – Responsible to conserve water in accordance with Executive Order 13123 through training

3.0 Forms Used

Excel Spreadsheet maintained to track water usage
Reimbursable Work Authorization

4.0 References

Code Federal Register, Vol. 64, No. 109, Tuesday, June 8, 1999, Executive Order 13123-Greening the Government Through Efficient Energy Management

U.S. Department of Energy, Energy Efficiency and Renewable Energy, Federal Energy Management Program, Guidance to Federal Agencies for Determining Baseline Water Usage, December 2, 1999

5.0 Acronyms, Abbreviations, and Definitions

COR	Contracting Officer's Representative
DFC	Denver Federal Center
Gal	Gallons
GSA	General Services Administration
Hrs	Hours
O&M	Operations and Management
PM	Property Management
RE	Real Estate
RWA	Reimbursable Work Authorization

Working Hours	Based on a 10 hour working day Monday through Friday
After Hours	Hours beyond a 10 hour working day including weekends



6.0 Exclusions

None

7.0 Procedure

7.1 Normal working hours

Normal working hours are based on a ten (10) hour day

7.1.1 Establish a one year water use base line by taking a meter reading on a monthly basis. (No charge for exceeded water usage at this time).

7.1.2 Maintain a log on water usage.

7.1.3 Report water usage to tenants on a monthly basis.

7.1.4 If the tenant has exceeded normal water usage, inform tenant that they will have a water charge.

7.2 After working hours (Overtime Utilities)

This would include any consistent weekends or hours that are outside of normal working hours. The tenant will be charged for any excess use of water once the baseline has been established.

7.2.1 The tenant will submit an RWA to include:

Area

Date and time

Time frame

How many people

7.2.2 The PM team will provide to the tenant a cost for overtime utilities based on the number of people x 1.7 gal. (gal. per flush) x 2 hours (average number of times that any given person may use the restroom).

7.3 Documentation

7.3.1 The O & M Contractor will collect, record, and submit to the COR all water usage based on meter readings.

7.3.2 COR and/or Building Manager will review, maintain, and provide information and associated costs to the Tenant.

8.0 Records

Water Usage documentation based on meter readings.

RWA